



National Sugar Art Association

The National Sugar Art Association was formed in 1995 by independent sugarcraft clubs to provide a way to co-operate with other clubs and share information on exhibitions, demonstrators, other club's activities, and to give help and advice if needed. There is also a group insurance policy which is a free benefit of membership.

The National Sugar Art Association does not make any rules for the running of the Member Clubs.

Brief details of how we are organised.

1. The NSA is an association of independent Clubs run by the members to promote and learn new skills in sugarcraft.
2. The insurance cover arranged by the NSA is a free benefit of membership and covers members at Club Meetings and Exhibitions, it also covers members making a small number of cakes on an amateur basis for sale to members of the public (excluding fresh cream products).
3. The NSA has a simple straightforward constitution necessary for the purposes of banking and insurance cover.
4. Member Clubs each run independently within the NSA, decide their own rules, and may form groups /areas for co-operation to suit their own members wishes, but will still come under the umbrella of the NSA for insurance and information.
5. We have guidelines to help with the setting up of new clubs and these are available if required.
6. We have a committee. This is NOT a Governing Body but was set up to arrange the insurance, to collect and pass on information to Clubs of demonstrators, College courses, Exhibitions etc, and to produce a twice yearly newsletter for circulation to Member Clubs.
7. The membership fee of (from April 2018) **£45.00 per member club** covers reasonable secretarial expenses for the newsletter, demonstrator lists etc. the AGM and publicity. The time involved is all voluntary.
8. Individuals requesting membership will be referred to the Club membership list as, to be covered by the insurance, members must be attached to a Club. Many Clubs would be happy to offer a postal membership to anyone who has problems with attending all meetings.
9. We have a website with club details, we add information as it becomes available.
www.nationalsugarartassociation.org.uk
10. The Association's email address is nationalsugarartassociation@yahoo.co.uk

If you would like to discuss joining the NSA please contact:

Sheila Tasker on 020 8777 4445 or Liz Ungless on 01353 776085

Notes on Starting a New Sugarcraft Club

The National SugarArt Association does not make rules for its clubs, each club decides how they wish to run and makes any rules accordingly. These notes are for guidance only and include suggestions made by the committee from experience.

Many of you will have been members of other kinds of hobby club, or even on the committee, so you will know the basics, but as a refresher or prompt with sugarcraft in mind and for those with no experience here goes.

You can start a club with just a few friends round the dining table sharing the techniques and skills that you have each learned – no hall hire or demonstrator costs to start with. If you are then affiliated to the National SugarArt Association you will be covered by our group insurance policy (details of the policy will be attached to explain what is covered), you will receive our newsletter with information on topics of interest and any forthcoming events, and also our demonstrator list for when you are ready to expand. Some local demonstrators would probably be willing to come to a house rather than a hall to help a small group just starting. You will need at least one of you to be the contact point with us for correspondence, telephone and post or email.

Moving on, or starting with a larger group, it is better to formalise the club with a committee of at least three, Chairman, Secretary and Treasurer, open a separate bank account in the name of the club with more than one signatory, and agree a simple set of rules to determine membership and terms of office for the committee members. You need a committee large enough to cover all the jobs – too large and it makes committee meetings too long and decisions more difficult. Keep minutes of committee meetings, it is very easy to forget exactly what was finally decided after a discussion or who was volunteered/nominated to do a particular job, misunderstandings can easily cause friction. Work out a budget and a programme and then divide the amount by the number of members that you are sure you are going to have to determine your membership fee. Hall hire, demonstrator's fee (don't forget travel), materials if you are having a 'hands-on' evening, postage stationary and printing costs, refreshments and insurance. We have found that it is preferable to collect membership for the whole year rather than just on the door on the meeting times – you then know that you have enough to pay all the expenses without worrying about weather, illness and holidays. If you have someone really organised on the committee there are some lottery grants available for clubs who provide education and training for their community and are all inclusive in their membership. There are a lot of hoops to jump through and forms to fill in, not to be undertaken lightly, but I do know someone who got £2000 to start a flower club.

Link up with any College or private classes in your area and ask the tutors to tell their students about your club, if you can arrange your programme so that it doesn't clash with existing classes you will have a readymade pool of possible members. Your local sugarcraft shop should be very useful and should be willing to help publicise your club (it is in their interests to have more sugarcrafters). Ask if they would put up posters or hand out leaflets about your meetings and events, or perhaps bring a sales table to your meetings. Let the local W.I. know about your club, they have like minded members.

Please remember to keep information about your club on the National SugarArt Association website up to date and if you can link a facebook page to it for immediate information. We will highlight new clubs and any special events that you arrange.

Finally.... Sugarcraft is **fun** and your club members, and the committee, should enjoy all your activities and make real friendships along the way. The NSA committee and other clubs will always help in any way they can if you need us.

These are just basic (suggested not mandatory) guidelines and may be changed and adapted to suit individual Clubs and circumstances.

Committee Job Descriptions

Chairman

Chair Committee Meetings, Club Meetings and events.

Act as host to visiting demonstrators/tutors and welcome visitors to meetings.

Ensure rules are upheld.

Have casting/second vote in committee.

Represent Club as required.

Discuss Committee Agenda with Secretary, agree and sign minutes of Committee Meetings.

Ensure workload is shared between committee members and is efficiently executed - in case of illness, accident or emergency, find a suitable substitute or be prepared to do it oneself.

Convey Committee decisions and policy to Club Members, receive opinions, comments and suggestions from Club Members for consideration by Committee.

Secretary

Receive correspondence and acknowledge same on behalf of Club, keep Chairman and Committee informed of any items to be discussed or decisions made.

Advise Committee and members of items /events of interest etc.

Liaise with Chairman in preparing Agenda for Committee Meetings, circulate to Committee Members with time, date and venue.

Take minutes at all Committee Meetings , agree these with Chairman and circulate to Committee Members. Keep Club minute book.

Prepare notice of AGM, nomination forms for Committee Members. Prepare and circulate to all Members the Agenda for AGM with any nominations or proposals put forward.

Arrange booking of venue for Club Meetings and events.

Arrange booking of demonstrators/tutors and check with them in good time (suggest 3 weeks) before a meeting that all arrangements are satisfactory.

Treasurer

Maintain and run the Club Bank Account.

Maintain detailed accounts and report to Committee at Committee meetings, produce year – end accounts and present to Members at the AGM.

Pay demonstrators/tutors, venue hire, and other Club expenses promptly.

Ensure that the club is covered as necessary by insurance.

Collect membership fees and keep membership records, report to committee.

These are the main officers of a Club, as the Club grows some of the duties should be shared with other Committee Members – membership, demonstrator booking, refreshments, publicity etc.

National SugarArt Association Club Insurance policy

We frequently get enquiries from members about interpretation of our insurance policy. In order to (hopefully) clarify this we include a copy of the letter that we sent to our new insurers explaining sugarcraft and how our clubs work, and also (below) a 'lay' summary of the parts of the insurance that are most queried. We have sent this also to the brokers to confirm that our 'lay' explanations are accurate

'Lay' Summary

The **Public Liability** section of the National SugarArt Association policy covers the Association, its Clubs and Club members for Association/Club meetings, demonstrations, workshops, exhibitions, outings and committee meetings. **Public Liability** is rather like the third party part of your car insurance in that it covers for damage caused by any of us to someone else or their property.

The **Product Liability** element of the policy covers items produced by the Association/Clubs/Club members – in our case this is usually cakes or sugarcraft items. This includes cakes made for sale or consumption at Association/Club events where the aim is to raise funds for the Association/Club (almost all club activities are for fund raising if you think about it). If you wish to support a charity the best way is to raise the funds for your club and then make a donation from club funds. The policy also covers individual club members for making special occasion cakes in their own homes (for which they may or may not be paid) on a **STRICTLY AMATEUR** basis, e.g. cakes for family, friends and friends of friends. We recommend that you do **not** use fresh cream products for cakes that you use at club events or sell to customers as continuous refrigeration is necessary. Our Insurance **DOES NOT** cover if a member is making a lot of cakes for sale, (a limit of 4 multi tier or 12 single tier cakes a year is an acceptable amateur quantity), or sells cakes /sugarcraft items on a stall or through a shop or advertises for commissions in any way – **THAT IS RUNNING A BUSINESS**, and a separate individual insurance policy is required.

We are currently discussing with our new brokers a policy for members making cakes as a business, we will let you know the outcome.

(Note – it might also be worth checking with your household insurance to see if that policy can be extended as this might be a cheaper option.)

I hope that this helps to clarify what we are covered for, please copy this for any interested members.

This information was sent to the brokers and insurers with our application for insurance.

National SugarArt Association

Sugarcraft is the name given to the methods and skills used to make items from sugar or other edible mouldable media. Originally this was used to decorate cakes but now is also an art form, some of the skills and techniques employed have been in use for hundreds of years. The items produced may be entirely edible or just for decoration or display. Materials used include sugar (in many forms), chocolate, marzipan, butter cream and gelatine. There are also now a range of non edible products that can be manipulated in a similar manner to sugarpaste but dry harder and are much less fragile and more durable.

Sugarcraft clubs exist for the members to learn, share and enjoy the skills and techniques of sugarcraft. To this end most clubs meet either monthly or bi-monthly for demonstrations of various techniques, the demonstrations being given by professional tutors, manufacturers of our tools and equipment or gifted amateurs. Workshop meetings are also held, again with either a professional or amateur instructor, where members and visitors may practise new techniques and learn to use the different media and tools. Meetings are held in local halls – church, school or public – and smaller clubs may meet in a club member's home.

Clubs also invite demonstrators from other crafts as with many of these the techniques can be 'translated' into new sugarcraft techniques, for example painting, needlework, paper and card work, modelling, floristry, lacemaking etc.

A few clubs have junior sections to teach our children and grandchildren and their friends.

Club members are advised of any new health and safety or hygiene regulations and are recommended to take the basic hygiene certificate test even if only making cakes for their own families.

As well as the regular meetings and workshops clubs may organise Sugarcraft Exhibitions or take trips to visit other exhibitions and /or participate in these events by staging an exhibit of the club members work or enter pieces into the competitions. Clubs may also hold 'Open Days' to demonstrate their skills and exhibit their work for friends, family or interested others. Also social events such as outings, suppers or quiz nights, just for pleasure or to raise funds for the club or a chosen charity.

The **National SugarArt Association** is an association of independent sugarcraft clubs with the aims of helping and advising clubs, providing lists of demonstrators, notifying members of special events, and providing the group insurance.

The cover that we need is;

Public liability for all our meetings and events.

Product liability for any cakes that we make for club events, and for members making cakes in their own homes for payment, **but only on an amateur basis not as a business.**

This information was sent to the brokers and insurers with our application for insurance.

Example of Booking Forms that could be used by clubs. Send both forms, completed as far as possible, to the tutor/demonstrator. The tutor/demonstrator to sign and return the 'return' page to make the contract.



(Club Name)

Affiliated to the National Sugar Art Association

Demonstrator/Tutor Booking Form

Date Sent

From Club Secretary

.....

.....

Tel.

Mobile

email

To:

.....

.....

.....

Tel.

Mobile.....

email

Date of Event

Time

Type of Event

Subject

Venue

Map enclosed

.....

.....

Agreed Fee

Travel

Materials etc

Signed

On behalf ofClub



Club Name)

Affiliated to the National Sugar Art Association

Demonstrator/Tutor Return Form

Please check and complete this copy and return as confirmation of the booking contract.

Date Returned

From

.....

.....

.....

Tel.

Mobile

email

To: Club Secretary

.....

.....

Tel.

Mobile.

email

Date of Event

Time

Type of Event

Subject

Venue

.....

.....

Agreed Fee

Travel

Materials etc

Signed

Recommendations on Running an AGM

Notice to be given to all club members in good time as per club rules.

Follow up notice with details of members standing for election to the committee and any proposed resolutions or rule changes.

Agenda with either letter

AGM

.....Club **AGM** Date.....

Club Secretary to open meeting

Apologies for absence

Chairman’s welcome.

Chairman to introduce the committee

Secretary to ask for approval of the minutes of the previous AGM. Proposed and seconded.

Chairman’s report

Secretary’s report

Treasurer’s report

“ to ask for approval of accounts. Proposed and seconded.

Chairman to announce which existing committee members are remaining (still within their term of office), which are stepping down but are willing to stand again, which are stepping down, and any other nominees.

Organise a vote if needed.

Announce committee for the current year.

Close AGM

Chairman to give any club notices.

Note;

If the committee wish to make changes to the rules this must be duly notified to all the members as set out in the existing rules. If these changes are to be implemented immediately this must be done at an EGM immediately before the AGM and ratified at the AGM. If changes are made at an AGM they may not be implemented until being ratified at the following AGM.

GDPR

Letter sent to all NSA clubs May 2018

As I'm sure you are aware the new General Data Protection Regulations come into force on 25th May this year, and will affect the way that the Association and each Club collects, stores and uses personal information.

An explanation of the Regulations is attached with this letter. My thanks to Paul Bonter, the Company Secretary of NAFAS, for his help in compiling this explanation and his consent to using some of his text.

To comply for the current year and to enable us to continue with the circulation of Association information and the Club Secretaries List, to include this data on our website, and to pass these details to prospective new club members at various events or when requested otherwise, we will need the consent of each Club Officer. We did put a consent sentence on the renewal form for this year but now understand that we need both the Chairman and Secretary's consent.

For subsequent years the requests will be included on renewal forms. While this is an annual process, we will give a retention time of three years so that there is no chance of a data breach because of a delay in sending the forms out or receiving replies.

It would be sensible for clubs to do the same, although the statement at the point of consent will be simpler for clubs as personal information is normally held only for purposes of communication of Club and Association information. While much of club activity could be covered by 'legitimate interest' we recommend that clubs get consent to hold personal data from club members. The ever increasing use of the internet for communication and publicity makes it far too easy to stray into non-compliance of the regulations.

Please note that if you do not reply we can no longer send you details of Association events or pass your contact information to prospective new club members.

A possible club permission statement could be:

I agree that the committee of club may hold my personal data, by electronic or other than electronic means, for the purpose of communication of Club and Area matters. This information may be held for a period of no more than three years and will be deleted if I am no longer a member of the Club or request that the details be deleted.

Name (printed) Signature Date

If you have a club Facebook page or website with contact details, specific permission must be held from that person.

If you have any questions please feel free to contact me, I will do my best to find the right answers.

Sheila Tasker

Information on GDPR for National SugarArt Association Clubs and Members

General Data Protection Regulations

Introduction

As many of you are aware, the law governing the holding of personal data is changing. The General Data Protection Regulations (GDPR) are a Europe-wide set of regulations that come into effect on 25th May 2018 and are the biggest change to data protection law in twenty years. Under the current Data Protection Act, there is an exemption for organisations that hold data for hobby or pastime activities. This no longer applies under GDPR so all hobby associations and clubs will now have to comply. And if you were hoping that GDPR, as a European piece of legislation will be swept away on Brexit day next year, I'm afraid that I have to disappoint you since the UK will undoubtedly want to remain compliant so as to ensure minimal disruption to the flow of data between ourselves and the European Union.

Main principles

Under the GDPR, the data protection principles set out the main responsibilities for organisations. Article 5 requires that personal data shall be:-

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Translation!

What all of this means may be summarised as follows:-

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.

You must provide individuals with information including: your purposes for processing their personal data, your retention periods for that personal data and who it will be shared with if anyone. This is called "privacy information".

You must provide privacy information to individuals at the time you collect their personal data from them.

Data subjects specifically have to give their consent to their personal data being used; a tick-box indicating that they wish to opt-out is no longer acceptable.

If you obtain personal information from other sources, you must provide individuals with privacy information within a reasonable period of obtaining the data and no later than one month.

The information you provide to people must be concise, transparent, intelligible, easily accessible and it must use clear and plain language.

You must regularly review and where necessary update your privacy information. You must bring any new uses of an individual's personal data to their attention before you start the processing.

You must ensure that appropriate technical and practical measures are taken to ensure the security of the data that you collect so that it cannot be used in an unauthorised or unlawful way and that it is protected against accidental loss, destruction or damage.

The penalties for a breach of the GDPR are significant and very much higher than any of the sanctions under the Data Protection Act. Should a breach occur, you have 72 hours to report it to the Information Commissioners Office.

There are six lawful bases for processing data. They are:-

Contractual – the processing is necessary for undertaking a contractual responsibility

Consent – the individual has given clear consent for the use of their personal data

Legitimate Interests – the processing is necessary for your legitimate interest

Legal Obligation – the processing is necessary for you to comply with the law

Vital Interests – the processing is necessary to protect someone's life

Public Task – the processing is necessary for you to perform a task in the public interest

I do not propose to go through each of these as four of them are clearly not applicable to our activities. I believe there is a case for arguing that Legitimate Interests could cover the activities of a membership organisation such as ours; however I do not think that it is strong enough to be certain of our compliance and the hoops through which you need to jump to are complicated, consequently I would rather that everyone signs up with their Consent to be certain of satisfying the law.

The data subject has the right to withdraw their consent at any time and must be made aware that they have this right before they give their consent. If consent is withdrawn, you will have to delete the data records you hold on that subject within one calendar month.

On request you must give the data subject copies of the personal data that you hold on them within one calendar month at no cost.

The permission may be in the form of a signature on a membership form for instance, or a tick box in a reply to a personal email. This permission must be recorded as evidence should there ever be an investigation.

Particular and specific permission is required if holding an event, where photographs are taken and may be published, and a form for permission signatures with a notice of explanation should be at the entrance. Verifiable verbal consent is acceptable in some circumstances such as at a club meeting when a demonstrator allows the use of photographs of the demonstration for club or personal use but not for public wider use, e.g. social media, the internet or printed publishing.

Sheila Tasker
NSA Chairman
April 2018

My thanks to Paul Bonter, Company Secretary to NAFAS, for his help in compiling this document and for his permission to use some of his text.